MEMORANDUM

AMERICAN
ASSOCIATION OF
UNIVERSITY
WOMEN

To: Association Board of Directors
        Educational Foundation Board of Directors
        Regional Directors
        Standing Committee Chairs
        State Presidents
        State/Branch Finance Officers
        Branch Presidents

Cc: Michele Wetherald, AAUW Executive Director

From: Ruth Sweetser, AAUW President
        Betty Bayless, Chair, AAUW Technology Usability Advisory Group
        Fong Cheng, Director, AAUW Information Technology Department

Date: November 21, 2006

RE: Launch of AAUW Member Services Database

On Wednesday, November 29, AAUW will provide the new online Member Services Database (MSD) within the Member Center of the AAUW website. State Presidents and Educational Foundation Vice Presidents had the opportunity to attend a workshop on this new online application at the Conference of State Leaders in June 2006.

Since then the AAUW Finance Vice President, the Technology Usability Advisory Group, representatives from the Communications Task Force and the Educational Foundation Board as well as state and branch officers and branch members "beta tested" the new MSD. These women worked closely with the Information Technology Department staff to ensure the user-friendly operation of the first three phases of this new online application.

The MSD will provide the following functions:

- **Access Control:** AAUW branch members and AAUW members in other categories will have a separate login account for the MSD area consisting of their Member ID and a password they define. Member access to various functions will depend on their status as an individual member or as a member leader within their branch and/or state organizations.

- **Individual Profile Maintenance:** Members can update their individual contact information. The changes will be incorporated into AAUW's main database on the next business day after address verification.

- **Individual Contribution:** Members and non-members (via Contribute Now on the Home Page) can make individual contributions to the Association (ASSN), Leadership and Training Institute (LTI), Educational Foundation (EF) and Legal Advocacy Fund (LAF). They must use a separate form for contributions to each corporation.

- **Branch Member Roster:** Branch members, presidents, membership vice presidents, and finance officers will be able to view, download and print this roster. State presidents, membership vice presidents and finance officers will have similar access.

- **Branch/State Officer Listings:** Branch members will be able to view the officer listings of her/his branch or state by selecting the term year, e.g., 2005-2006 or 2006-2007. The member will see: positions, names, cities, state and links to leaders' e-mail addresses. The MSD will also display a summary of the number of officers in each position.

- **Branch Member Contact Maintenance:** Branch Finance Officers (BFOs) and the officer to whom the branch president granted maintenance rights during a BFO's absence, can revise their branch members' contact information. The BFO will be able to view and print the list of branch members including the pending changes.

- **Branch/State Officer Maintenance Rights:** Branch and State Presidents have the authority to grant contact information maintenance rights for their respective boards to other officers.

- **Branch/State Officer List Maintenance:** Branch and State Presidents, and the officers having maintenance rights, have the authority to edit the officer listings of their respective organizations. The officer making changes will be able to view and print the list of current and newly updated officers including the pending changes.

- **Branch Dues Report Forms (BDRs):** Branch Dues Report processing begins on **May 1** of each year. Association will accept the first BDR on June 1. The BFO can submit BDRs containing batches of additional dues through November 30, the final BDR reporting date. The BFO mails a copy of the BDR with the dues check. Between December 1 and April 30, Branch Finance Officers submit dues for new or renewing members using the Additional Dues Report Forms. When a BDR is submitted the MSB automatically e-mails a copy of the BDR to the branch membership vice president for verification. The BFO will enter any revisions to the member's contact information. The system will add these changes into AAUW's main database on the next business day.

- **Additional Dues Report Forms (ADRs):** If a new member joins the branch during, or outside, the BDR processing cycle, the Branch Finance Officer uses this form to enter the new member's name and contact information. The ADR can also be used to transfer members from one branch to another. The system will add the new member into AAUW's main database on the next business day. When an ADR is submitted, the MSD automatically e-mails a copy of the ADR to the branch membership vice president for verification.

- **Contribution Report Forms (CRFs):** Branch and State Finance Officers can submit CRFs containing single or multiple contributions from branch or state fundraising events. Only one CRF can be in the processing queue at one time; its pending status will be displayed when the CRF is referenced   Separate CRFs must be used for contributions to the Association, LTI, EF and LAF. When CRFs are submitted, the MSD automatically e-mails a copy of the CRFs to the branch or state EF/LAF Chair for verification.

We ask you to share this announcement with the members and member leaders in your state and branch organizations, and ask you to encourage their use of the MSD.

Online documents will be available for user reference. There will be a "Master User Guide" as well as "Section User Guides". These guides will display sample screens with detailed explanations of the results from each selected option.

We realize people will find errors when they begin to use the MSD. They may "see" data that they know is incorrect due to an erroneous submission and will be able to correct it. If users have problems with content and require assistance, they may contact the Helpline, 800-326-2289. If there are system problems such as the inability to access/use a function, e.g., print a member roster or complete and submit a form, users may send an email describing their situation to eonline-help@aauw.org. If you have questions about the contents of this memo, please send an email to tbbayless@islc.net.